

GOVERNMENT OF ASSAM
HOME (A) DEPARTMENT:: DISPUR

NO.HMA.177/2012/

Dated Dispur, the March,2013

OFFICE MEMORANDUM

The Director, Fire & Emergency Services, Assam renders service relating to Renewal of No Objection Certificate (NOC) for fire safety.

1. Notified Public Service : Renewal of NOC before 31st March of every calendar year by the Director, Fire & Emergency Services, Assam or an officer authorized by him.
2. Eligibility Criteria to Obtain service : Owner of the building/occupier having NOC for Fire Prevention & Fire Safety issued by Director, Fire & Emergency Services, Assam or an Officer authorized by him.
3. Fees : Free of Cost Service.
4. Procedure to be followed :
 - (a) The applicant will have to apply in standard application format in **Format XII** to the Director, Fire & Emergency Services, Assam for Renewal NOC.
 - (b) On receipt of application, inspection of the premises carried out by the Nominated Authority/ Designated Public Servant within 7(seven) Working Days from the date of receipt of Application.
 - (c) On satisfactory Inspection Report, Renewed NOC is issued within 7(seven) Working Days from the date of inspection.
 - (d) If Inspection Report of inbuilt/existing Fire Prevention & Fire Safety Measures is found to be unsatisfactory the nominated authority/designated public servant will record in writing the reason for such unsatisfactory report and on the basis of the Inspection Report the Nominated Authority/ Designated public servant or the Director or an Officer authorized by him may give Notice to the Applicant for undertaking the measures for necessary rectification of inadequacy of Existing/Inbuilt Fire Prevention & Fire Safety Measures within a stipulated time under Rule-10(1), Form-A; 10(2), Form-B; 10(3) Form-C; 10(4); Form-D The Assam Fire Service Rules, 1989.
 - (e) After rectification of Fire Prevention & Fire Safety Measures and on receipt of compliance report for such rectification an inspection is carried out again by the nominated authority or designated public servant and finally renews the N.O.C. if Inspection Report is satisfactory.
5. Standard Application form : Standard form XII(Annexed)

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6. Notices Under Assam Fire Service Rules-1989 : Annexed
i) Rule 10(1) - Form-A.
ii) Rule 10(2) - Form-B.
iii) Rule 10(3) - Form-C.
iv) Rule 10(4) - Form-D.
7. List of documents to be enclosed with renewal application form : Copy of NOC for Fire Prevention & Fire Safety Measures along with the duly filled up standard Form of Application Form-XII .
8. User charge : Free of cost service.
9. Citizen charter : Annexed
10. Standard Renewal NOC format : Form-‘G’ Rule-18 The Assam Fire Service Rules,1989. (Annexed)

Principal Secretary to the Govt. of Assam,
Home & Political Department.

Memo No. HMA.177/2012/

Dated Guwahati the _____

Copy to:

1. The Director General of Police, Assam, Ulubari, Guwahati-7.
2. The Principal Secretary to the Govt. of Assam AR & T Department, Dispur, Guwahati-6.
3. The Commissioner & Secretary to Chief Minister, Assam, Chief Minister’s Secretariat, Dispur, Guwahati-6.
4. The Director, Fire & Emergency Services, Assam, Panbazar, Guwahati-1.
5. The S.O. to Chief Secretary, Assam, Dispur, Guwahati-6.
6. P.S. to Principal Secretary, Home & Political Department, Dispur, Guwahati-6.
7. P.S to Secretary, Home & Political Department, Dispur, Guwahati-6.
8. P.A. to Secretary, Home & Political Department, Dispur, Guwahati-6.

By order etc.,

Joint Secretary to the Govt. of Assam,
Home(A) Department.
